

From: [# /C First M. LastName, USN, ALPHA/CO]

To: [Rank First M. LastName, U.S. Navy/U.S. Marine Corps (Retired)]

Subj: DIGNITY AND RESPECT REMEDIATION CHARACTER DEVELOPMENT PLAN

Ref: (a) USNAINST 1610.3L

Encl: (1) COMDTMIDN ltr 1610 of [DD Mmm YY]

(2) Remediator Assignment Letter of [DD Mmm YY]

1. In accordance with reference (a), and per enclosure (1), I have been directed by the Commandant of Midshipmen to complete dignity and respect remediation. The assigned period of remediation is six months, but that timeline may be shortened or extended as required. Per enclosure (2), you have been assigned to serve as my Senior Officer Remediator. Ultimately, it is my responsibility to ensure that all of my sanctions are completed in a timely manner; however, I will also be working with you and my chain-of-command to ensure that I am meeting required deadlines.

2. After meeting with yourself and my chain-of-command, we have created the following plan of action for character and moral development during my remediation period. Each one of these standards is a clear and measurable objective to develop not only my sense of respect and basic dignity of others , but all mission areas applicable to every Midshipman.

a. Specific Sanctions. In addition to each sanction listed in enclosure (1), I will also complete the following tasks in order to consider my remediation complete:

(1) Mandatory weekly one-on-one sessions. [I am responsible for scheduling a 1-hour block of time with you on a weekly basis. During these 1-hour sessions, we will discuss the moral and ethical aspects of the military profession. Discussion will focus on my reflections and understandings of selected readings and their applicability to my becoming a Naval officer.] By the end of the remediation, at a minimum, I should be able to answer the following questions:

(a) What did I do? How did I get here?

(b) Why did I commit the offense?

(c) How do I view the USNA and its mission to develop Midshipmen morally, mentally and physically? How did I let USNA down? How did USNA let me down?

(d) Did I know my offense was wrong?

(e) Why did I do it?

(f) Why should I be remediated? What did I learn from this experience? Who should I discuss what I have learned with?

(g) Why should I be trusted again? How do I regain the trust of my classmates, chain of command, etc.?

(h) How does dignity and respect translate in the fleet?

(2) Journal. I shall maintain an honor journal in which I will make entries on a daily basis. My journal will be a record of my progress in reaching my goals as well as notes and reflections of my remediation. In addition, I will keep this Remediation Character Development Plan with my journal.

(3) Interviews. I will conduct several interviews with Senior Officers and/or Senior Enlisted on the Yard dealing with the question “If someone violated your trust, can they regain it? If so, how?” After doing the interviews, I will summarize my interviews and my own opinions in a paper on the question.

(4) Service Project. I will coordinate with the Midshipman Action Group and select a suitable community service project with which I will remain actively involved throughout my honor remediation period. This project shall be approved by you prior to my committing to it.

(5) I will fully explain my Offense and/or provide training to _____ and give a “real-life” comparison on how my actions could have had severe ramifications if done in the fleet.

(6) The following book(s) will be used during the remediation program. (IF DESIRED, BOOKS CAN BE CHECKED OUT FROM THE STOCKDALE CENTER LIBRARY IN LUCE HALL.

(a) [Author, Title.]

(b) [Author, Title.]

(7) Remediation Final Paper. I shall submit a written paper of [##(no fewer than 4)] double-spaced, typed pages that addresses my reflections on the entire developmental experience and the transfer of lessons learned into life as a Midshipman and officer. It will be due to you on or about [DD Mmm YY].

b. Mental Development. During this period of remediation, I will use my time effectively to ensure that I maintain at least a satisfactory GPA of [...].

c. Physical Development. During this period of remediation, I will use my time to remain physically fit and healthy. I will train so that I can achieve [a/an ...] or better on the PRT. [In order to accomplish this goal, I will ...].

d. Professional Development. During this period of remediation, I will maintain the highest sense of professionalism and not make any more mistakes dealing with personal conduct or lack of respect or a failure to treat anyone as . [I will also ...].

e. Personal Development. During this period of remediation, I will continue to stay true to myself and to challenge myself with whatever I encounter. [I will also ...].

3. I will also be working with my chain-of-command throughout this process. It is essential that I learn and grow not only during our remediation sessions, but also in my day-to-day interactions with my peers and superiors. I expect that the feedback from my in-company performance will provide a valuable tool in assessing my progress in this development plan.

4. At the conclusion of the remediation period, I will submit a completed remediation portfolio for your review. You will assess my efforts and draft a final report detailing my adherence to this Dignity and Respect Remediation Character Development Plan and my achievement of the program expectations set forth by you and also listed in reference (a). All requirements must be completed by me and approved by you in order to be released from the Remediation Program. Failure to adhere to these standards could result in an extension of remediation, enactment of additional sanctions, or a recommendation that I be separated from the Naval Academy. I understand that my Honor Probation and the remediation process will continue until the Commandant has approved the final report and I have received correspondence from the Honor Education and Remediation Officer.

[F. M. LASTNAME]
MIDN USN

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:
[##] Company Officer
[##] Battalion Officer
Honor Education and Remediation Officer
CMEO

From: [# /C First M. LastName, USN, ALPHA/CO]
To: [Rank First M. LastName, U.S. Navy/U.S. Marine Corps (Retired)]
Subj: CHARACTER REMEDIATION MIDSHIPMAN DEVELOPMENT PLAN
Ref: (a) COMDTMIDNINST 1600.5
Encl: (1) COMDTMIDN ltr 1610 of [DD Mmm YY]
(2) Remediator Assignment Letter of [DD Mmm YY]

1. In accordance with reference (a), and per enclosure (1), I have been directed by the Commandant of Midshipmen to complete character remediation with a focus on **aptitude/conduct/dignity and respect/honor**. The normal period of remediation is four months but may be shortened or extended as required. Per enclosure (2), you have been assigned to serve as my Senior Officer Remediator. Ultimately, it is my responsibility to ensure that all of my sanctions are completed in a timely manner; however, I will also be working with you and my chain-of-command to ensure that I am meeting required deadlines.

2. After meeting with yourself and my chain-of-command, we have created the following plan of action for character and moral development during my remediation period. Each one of these standards is a clear and measurable objective to develop not only my sense of personal honor, but all mission areas applicable to every Midshipman.

a. Specific Sanctions. In addition to each sanction listed in enclosure (1), I will also complete the following tasks in order to consider my remediation complete:

(1) Mandatory weekly one-on-one sessions. [I am responsible for scheduling a 1-hour block of time with you on a weekly basis. During these 1-hour sessions, we will discuss the moral and ethical aspects of the military profession. Discussion will focus on my reflections and understandings of selected readings and their applicability to my becoming a Naval officer.] By the end of the remediation, at a minimum, I should be able to answer the following questions:

- (a) What did I do? How did I get here?
- (b) Why did I commit the offense?
- (c) How do I view the USNA (**Honor Concept, MIDREGS**)? How did I let it down?
How did it let me down?
- (d) Did I know my offense was wrong?
- (e) Why did I do it?

(f) Why should I be remediated? What did I learn from this experience? Who should I discuss what I have learned with?

(g) Why should I be trusted again? How do I regain the trust of my classmates, chain of command, etc.?

(h) How does honor and integrity translate in the fleet?

(2) Journal. I shall maintain a remediation journal in which I will make entries on a daily basis. My journal will be a record of my progress in reaching my goals as well as notes and reflections of my remediation. In addition, I will keep this Character Remediation Midshipman Development Plan with my journal.

(3) Interviews. I will conduct several interviews with Senior Officers and/or Senior Enlisted on the Yard dealing with the question “If someone violated your trust, can they regain it back? If so, how?” After doing the interviews, I will summarize my interviews and my own opinions in a paper on the question.

(4) Service Project. I will coordinate with the Midshipman Action Group and select a suitable community service project with which I will remain actively involved throughout my honor remediation period. This project shall be approved by you prior to my committing to it.

(5) I will fully explain my Offense and/or provide training to _____ and give a “real-life” comparison on how my actions could have had severe ramifications if done in the fleet.

(6) The following book(s) will be used during the remediation program. (IF DESIRED, BOOKS CAN BE CHECKED OUT FROM THE STOCKDALE CENTER LIBRARY IN LUCE HALL.

(a) [Author, Title.]

(b) [Author, Title.]

(7) Remediation Final Paper. I shall submit a written paper of [##] double-spaced, typed pages that addresses my reflections on the entire developmental experience and the transfer of lessons learned into life as a Midshipman and officer. It will be due to you on or about [DD Mmm YY].

b. Mental Development. During this period of remediation, I will use my time effectively to ensure that I maintain at least a satisfactory GPA of [...].

c. Physical Development. During this period of remediation, I will use my time to remain physically fit and healthy. I will train so that I can achieve [a/an ...] or better on the PRT. [In order to accomplish this goal, I will ...].

d. Professional Development. During this period of remediation, I will maintain the highest

sense of professionalism and not make any more mistakes dealing with honor or lack of integrity. [I will also ...].

e. Personal Development. During this period of remediation, I will continue to stay true to myself and to challenge myself with whatever I encounter. [I will also ...].

3. I will also be working with my chain-of-command throughout this process. It is essential that I learn and grow not only during our remediation sessions, but also in my day-to-day interactions with my peers and superiors. I expect that the feedback from my in company performance will provide a valuable tool in assessing my progress in this development plan.

4. At the conclusion of the remediation period, I will submit a completed remediation portfolio for your review. You will assess my efforts and draft a final report detailing my adherence to this Honor Remediation Character Development Plan and my achievement of the program expectations set forth by you and also listed in reference (a). All requirements must be completed by me and approved by you in order to be released from the Honor Remediation Program. Failure to adhere to these standards could result in an extension of remediation, enactment of additional sanctions, or a recommendation that I be separated from the Naval Academy. I understand that my Honor Probation and the remediation process will continue until the Commandant has approved the final report and I have received correspondence from the Honor Education and Remediation Officer.

[F. M. LASTNAME]
MIDN USN

[F. M. LASTNAME]
[RANK USN/USMC (Ret)]

Copy to:

[##] Company Officer

[##] Battalion Officer

Remediation Program Coordinator (Aptitude, Conduct, CMEO, HERO)

TAB I - SAMPLE CONDUCT PROBATION LETTER

1610
DD Mmm YY

From: Commandant of Midshipmen, U.S. Naval Academy
To: Midshipman (**First Name, Middle Initial, Last Name, U.S. Navy, Alpha Number**)
Subj: DISPOSITION OF CONDUCT CASE #XXXXXX

Ref: (a) COMDTMIDNINST 1610.2J
(b) COMDTMIDNINST 5400.6 (series)
(c) COMDTMIDNINST 5354.2

1. On **DD Month YYYY**, you were found guilty of committing a Major-level/6K-level conduct offense by the Deputy Commandant/your Battalion Officer. After reviewing the facts of that case, I have decided to place you on conduct probation in addition to the sanctions awarded during your adjudication. You are hereby given the opportunity to prove that you have the character and dedication necessary to complete Naval Academy requirements and become a commissioned officer in the naval service.

2. Pursuant to reference (a), you are retained in the Brigade of Midshipmen in a probationary status. The terms of your probation are as follows:

- a. You will be on conduct probation until **DD Month YYYY**.
- b. You are assigned conduct remediation, pursuant to reference (a). (**When applicable**)
- c. Per reference (b), you are ineligible for weekend overnight liberty until **DD Month YYYY**.
- d. You shall not commit any Major-level conduct offenses or any combination of Minor-level conduct offenses which result in cumulative demerits exceeding your class threshold for unsatisfactory conduct, per reference (a) (91 demerits for 4/C, 81 demerits for 3/C, and 71 demerits for 1/C and 2/C).

The sanctions that follow shall be specific to each individual and their conduct case. Sanctions/requirements shall be delineated in the adjudication script when their inclusion is desired and may not include all of the below.

- e. You shall not represent the Naval Academy in sports or extra-curricular activities, per reference (a), until **DD Month YYYY**.
- f. To serve as a reminder that you represent the United States Navy, even while on liberty, you shall not rate civilian clothes privileges until **DD Month YYYY**.

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Subj: DISPOSITION OF CONDUCT CASE #XXXXXX

For CMEO Dignity and Respect Remediation the following sanction shall be included:

g. You will be on Dignity & Respect Remediation for four months.
Below are sanctions that may be added for alcohol related conduct offenses.

h. You shall not consume any alcohol until **DD Month YYYY**.

i. You shall undergo substance abuse screening through the Brigade DAPA, and you shall successfully complete all recommended treatment.

j. You shall work for the Brigade ADEO and actively participate in the Keep What You've Earned for the term of your probation.

3. ***(For CMEO Dignity and Respect remediation the following paragraph will be included)*** As stated in paragraph 2.g. You are assigned Dignity & Respect Remediation for a period of four months. The requirements of the program are delineated in reference (c). You shall comply with those requirements, and successfully complete Dignity & Respect Remediation. Your remediation period begins after your first meeting with your remediator, and should be attended by your Company Officer and Senior Enlisted Leader.

4. ***(For certain alcohol related conduct offenses the following paragraph may be included)*** In addition to the terms of your conduct probation, you shall rate 4/C car privileges with respect to maintaining and operating a motor vehicle until you graduate from the Naval Academy.

5. ***(When conduct remediation is assigned the following paragraph will be included)*** As stated in paragraph 2.b, you are assigned conduct remediation. **Rank First Name Middle Initial Last Name, U.S. Navy/Marine Corps** will be your Remediator. Your remediation must be successfully completed. Your assigned Remediator will ultimately determine your suitability to receive a commission in the United States Navy. Your remediation period begins after your first meeting with your Remediator and ends **DD Month YYYY**. **Rank First Name Middle Initial Last Name, U.S. Navy/Marine Corps** will submit a final report of conduct remediation to me on **DD Month YYYY** (same date conduct probation ends) that will inform me if you have successfully completed remediation or not.

6. Violation of the terms of your conduct probation, to include failing to successfully complete conduct remediation (when applicable), may immediately result in a recommendation to the Superintendent that you be separated from the Naval Academy. You may be removed from conduct probation by successfully completing the probation period without violating the terms of your probation.

7. The purpose of conduct probation is to impress upon you the importance of accountability, dedication to service, commitment to excellence and exemplary standards of conduct both on and off duty, in personal behavior, and in relations with others in the civilian and military

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communities. From this point on you must adhere to the highest standards of personal conduct required of midshipmen at the Naval Academy. I may review your progress at any point during your probation to ensure you are actively participating in and are benefitting from the training. You have been given a second chance to prove to yourself, to your fellow midshipmen, and to your chain of command, that you have a renewed dedication to our high standards.

COMMANDANT OF MIDSHIPMEN

Copy to:

Battalion Officer

Company Officer

Conduct Officer

Performance Jacket

CMEO

ADEO

Conduct Remediator

Acknowledgement:

I have read the above notification and acknowledge service of this document.

Full Name of Accused MIDN

MIDN

USN

Date_____
Witness (*Company Officer or SEL*)

Print Witness Name:

Print Witness Rank, Service:

Date

TAB J - SAMPLE FINAL REPORT OF CONDUCT REMEDIATION

DD Mmm YY

From: **(CONDUCT REMEDIATOR - RANK, FULL NAME, U.S. SERVICE)**

To: Commandant of Midshipmen

Via: (1) Company Officer

(2) Battalion Officer

(3) Conduct Officer

(4) Deputy Commandant of Midshipmen

Subj: FINAL REPORT OF CONDUCT REMEDIATION FOR MIDSHIPMAN **(FIRST NAME, MIDDLE INITIAL, LAST NAME, U.S. Navy, ALPHA NUMBER)**

Ref: (a) **REMEDIATOR ASSIGNMENT LETTER** of **(DATE)**

(b) **CONDUCT PROBATION LETTER** of **(DATE)**

Encl: (1) Required Essay

(2) Midshipman Development Plan and POA&M

Encl: (1) Required Essay (if assigned by Remediator)

1. Per reference (a), this letter provides a review of Midshipman **(LAST NAME)**'s commissionability as observed in the Conduct Remediation Program. Reference (b) assigned Midshipman **(LAST NAME)** to the Conduct Remediation Program.

2. One goal of the Conduct Remediation Program was to have Midshipman **(LAST NAME)** reflect upon **his/her** experience in not meeting the conduct standards of the Brigade and to recognize the central role strict adherence to professional standards play in the profession of arms. As a means to accomplish this goal, Midshipman **(LAST NAME)** was required to engage in discussions, establish a set of personal goals, and write an essay (if assigned).

a. Use this paragraph to report on the discussions of the remediation program. For example, "The basis of our discussions were drawn from **(TEXTS AND READINGS)**. These discussions focused on **(CENTRAL THEMES OF REMEDIATION)**. Midshipman **(LAST NAME)** was required to read selected articles prior to our meetings. In these sessions **(HE/SHE)** was tasked to discuss **(HIS/HER)** understanding of the ideas posited in the readings. During these meetings, I challenged **(HIM/HER)** to examine **(HIS/HER)** experience in violating regulations."

b. DISCUSSION OF ESSAY TOPIC AND QUALITY OF WRITING (if assigned).

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**3. RECOMMENDATION per COMDTMIDNINST 1610.2G Chapter 8 Section 8.4.2
Paragraph c.**

Remediator

SAMPLE FINAL REPORT OF CONDUCT REMEDIATION (CONT'D)

FIRST ENDORSEMENT

From: Commandant of Midshipmen

To: (CONDUCT REMEDIATOR - RANK, FULL NAME, U.S. SERVICE)

1. Completion of Conduct Remediation decision:

_____ Approved _____ Disapproved _____ Modified

[F. M. LASTNAME]

Copy to:

Deputy Commandant of Midshipmen

Conduct Officer

[##] Battalion Officer

[##] Company Officer

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TAB K - CONDUCT REMEDIATION EXTENSION REQUEST

ACTION MEMO

DD Mmm YY

FOR: COMMANDANT OF MIDSHIPMAN, U.S. NAVAL ACADEMY

FROM: *YOUR RANK AND NAME GO HERE, USN/USMC, YOUR TITLE GOES HERE*

SUBJ: CONDUCT REMEDIATION EXTENSION REQUEST

DISCUSSION: Request permission to extend MIDN *X/C First Name MI Last Name*'s conduct remediation from the prescribed end date of *DD April* to *Xxxday, DD Month*.

BACKGROUND:

a. MIDN *X/C Last Name* signed his/her conduct probation letter on DD Month, in which he/she was assigned conduct remediation on the DDrd of Month from his/her adjudication with the *Deputy Commandant* on the *DDth of Month*.

b. I was assigned as MIDN *X/C Last name*'s conduct mediator.

c. MIDN Last is doing *fine and has no issues with remediation/or is not*.

d. *Continue to explain here why you need an extension*

RECOMMENDATION: That the Commandant of Midshipman approve this extension request by initialing below:

Approve_____ Disapprove_____

Prepared By: *Your rank and name go here, USN/USMC, Your title goes in footer*

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**TAB L - REPORT OF CONDUCT REMEDIATION EVALUATION ICO {MIDN,
ALPHA}**

DD Mmm YY

MEMORANDUM

From: Company Officer

To: Commandant of Midshipmen

Subj: REPORT OF CONDUCT REMEDIATION EVALUATION ICO {MIDN, ALPHA}

Ref: (a) COMDMIDNINST 1610.2G

1. What was the primary purpose for the Midshipman's remediation? Was that purpose achieved?
2. What are examples of his previous behavior and how has that behavior changed throughout the midshipman's remediation?
3. Do you believe the midshipman will be a competent officer?
4. {Midshipman} has {COMPLETED / FAILED / NEEDS EXTENSION} on his remediation

{F. M. LAST NAME}
{RANK USN/USMC}
{POSITION}

Acknowledgement:

I have read the above memorandum and agree with the Company Officer's Recommendation. If I disagree I will provide my own statement.

Senior Enlisted Leader Date

Battalion Officer Date